

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



GAS PIPELINE COMPLIANCE OFFICER LONG BEACH GAS & OIL DEPARTMENT

The City of Long Beach is seeking a driven, technical manager who will provide experienced leadership in the oversight of regulatory compliance.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2014-15 budget of approximately \$3.0 billion, with the General Fund budget totaling \$401 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



GAS & OIL DEPARTMENT

The Long Beach Gas & Oil Department has over 200 employees with a budget of \$325 Million. The newly created Gas Compliance Officer position will lead the Regulatory Compliance and Oversight Division, which has 5.6 budgeted positions and indirectly oversees regulatory compliance for 137 employees performing pipeline or natural gas

distribution duties. The Regulatory Compliance and Oversight Division is one of three divisions in the Engineering and Construction Bureau. The Gas Pipeline Compliance Officer is a member of the Department's Management Team and reports directly to the Engineering and Construction Bureau Manager.

THE POSITION

Reporting to the Manager of the Engineering & Construction Bureau, the Gas Pipeline Compliance Officer is an unclassified management position that performs technical and specialized duties to ensure the City is compliant with Federal/State laws and policies including U.S. Department of Transportation Pipeline Hazardous Materials Safety Administration's (PHMSA) Title 49 Parts 191 and 192, and directs the activities of the Regulatory Compliance and Oversight Division. The Gas Pipeline Compliance Officer oversees all aspects of compliance with Minimal Federal Safety Standards for pipelines and pipeline facilities in the transportation of natural gas for the Department and is responsible for ensuring department compliance with operating and maintenance procedures, damage prevention, public awareness, emergency response, operator qualification and distribution integrity management.

Key Responsibilities of the Gas Pipeline Compliance Officer include the following:

- Analyzing and monitoring updated federal regulations and PHMSA advisory bulletins, comparing that information to existing processes, and recommending changes.
- Providing organization and leadership to the Regulatory Compliance and Oversight Division aligned with the mission and vision for Long Beach Gas & Oil.
- Reviewing existing DOT code requirements against Plans and Standard Operating Procedures (SOP) for compliance, recommending revisions, as necessary, and ensuring updates are appropriately documented.
- Conducting internal audits of Department gas activities for compliance with required Plans and SOPs, and representing the Department during PHMSA inspections.
- Coordinating activities identified in the Distribution Integrity Management Plan, Pipeline Public Awareness Plan, and Operator Qualification Plan.
- Managing statistics review and analyses; administering the reporting requirements in Part 191 and overseeing record management and reporting in Part 192; attending regulatory update conferences, as needed; and, scheduling and conducting required training, as needed, to keep staff abreast of changes to Plans and SOP's.

THE IDEAL CANDIDATE

The ideal candidate must demonstrate knowledge in the following areas: A thorough understanding of and ability to interpret federal, state and local pipeline safety regulations; best practices for ensuring compliance with regulations and retaining appropriate tracking and documentation; and having the ability to communicate effectively at all levels of the organization.

Experience + Education

1. Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business Administration or related field, and three years of experience directly involved with pipeline regulatory compliance; or ten years of progressively responsible experience in the principles and practices of natural gas distribution operations including three years of experience directly involved with pipeline regulatory compliance.
2. Minimum of 3 years of supervisory experience, preferably overseeing several trades.
3. A valid California Driver License and satisfactory driving record is required for this position.

Professional Attributes: The attributes that best describe the new Gas Pipeline Compliance Officer

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| ▪ Highly organized, multi-tasker | ▪ Ethical with a high level of integrity |
| ▪ Participative and inclusive management style | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated | ▪ Creative, strategic thinker |
| ▪ Results oriented | ▪ Strong technical knowledge |
| ▪ Direct communicator with superior interpersonal skills | ▪ Exercises good judgment |

SALARY + BENEFITS

The midpoint for this position is \$109,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four floating personal holidays.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.
- **Flexible Spending Accounts (FSA)** option available.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Thursday, November 19, 2015**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

The City anticipates inviting a smaller group of finalists for further interview in December, with an appointment anticipated no later than February 2016, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

SUPPLEMENTAL QUESTIONS

Please submit your written response to the following questions in PDF format. Responses are to be no more than two pages per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process for Gas Pipeline Compliance Officer.

1. Please explain why you would be best suited for this position.
2. Please describe three major accomplishments in your career related to this position. Include in your answer the specific role you played and the challenges you faced.
3. Give an example of a situation where you were able to facilitate progressive change within your organization.